



# BUILD TO LAST

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## WORKSHOP

3 SUSTAINABLE PILLARS FOR SCHOOL LEADERSHIP

**Chanie Wilschanski**

CEO &amp; FOUNDER

# Chanie Wilschanski



SCHOOLS OF EXCELLENCE

Chanie Wilschanski is an Early Childhood Leadership Coach who has worked with hundreds of EC Directors and School Owners who are working to build a School of Excellence with higher staff retention, teacher motivation, parent partnership and a collaborative culture.

In 2015, she started training teachers and school leaders on the **HOW** part of **creating excellence in their schools**.

Now a wife and mother of 4, her hands are full and she understands what it takes to lead a large center and have a full-time job at home, and it breaks my heart when I see so many dedicated school leaders sacrificing all of their time with their family and all of their self care (what self care?) to a school that feels like it's constantly getting away from them.

## Listen to The Schools of Excellence Podcast



Tune into the Schools of Excellence Podcast where Chanie walks you through the Schools of Excellence system!

[Click Here to Listen on Apple Podcasts](#)

[Click Here to Listen on Non-Apple Devices](#)

### Some of episodes include:

- The Ripple Effect
- The Pyramid of Excellence: 5 Stages of Growth for your School
- Gratitude Matrix: Achieve higher Retention & Collaborate Culture
- The Myth of the Open Door Policy

□ [LEARN MORE](#)



## The Build to Last Workshop

# Day 1

### Vision Casting + Leadership Drills

#### The 3 Pillars:

1. Mindset
2. Time
3. Culture



“It doesn’t get easier - you get better, stronger, wiser and faster.”

### Leadership Drills

Form **drills** help to:

- improve communication between your brain and legs to help you become more efficient.
- strengthen both the muscles and joints needed for powerful, fast **running**.
- improve coordination, balance and proprioception to help you become a better **athlete**.

## The Build to Last Workshop

# Day 1

### Drill 1 - Who are you?

When was the last time you thought about what brings you joy in your life? What fuels you? Take some time and really think about what are the 10 things that bring you joy? That light you up and make your heart on fire and so happy. Write them below...

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## The Build to Last Workshop

# Day 1

### DRILL 2 - Boundaries + Non-Negotiables.



When we fail to set boundaries and hold people accountable, we feel used and mistreated.”

~ Brené Brown.

To set boundaries and create a calendar that serves you.  
We need to create priorities. **Please rank 1-9 the following:**

Family	
Marriage	
Spirituality / faith	
Physical health	
Rest	
Play	
Mental emotional health	
Community / friendships	
School / work	

## The Build to Last Workshop

# Day 1

### DRILL 2 - Boundaries + Non-Negotiables.

**Who is one person in the school that you want to design a boundary with?**

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**How will this boundary impact the culture of your school?**

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**How scared are you to have this conversation?**

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## The Build to Last Workshop

# Day 1

### DRILL 2 - Boundaries + Non-Negotiables.

What is a non-negotiable that you need to design for your home life to be your best self?

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Why is it important to the quality of your life to do this?

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## The Build to Last Workshop

# Day 1

### DRILL 3 - Releasing stress + Inviting the calm and rest

“Much of the stress that people feel doesn't come from having too much to do. It comes from not finishing what they've started.

~ David Allen

Everyday there are stressors and if you don't release the stressors of the day, they accumulate and compound and impact our ability to lead and make decisions.

**What are the top 3 stressors in your day?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are 3-5 activities that you can do that can release the stress from you everyday?

These are reactionary steps that are needed to show up and be your best.



## The Build to Last Workshop

# Day 1

### DRILL 3 - Releasing Stress + Inviting The Calm and Rest

“Rest is not idleness, and to lie sometimes on the grass under the trees on a summer’s day, listening to the murmur of water, or watching the clouds float across the sky, is by no means a waste of time.”

~John Lubbock

What are your go to habits to invite calm and rest everyday?

Your body needs to rest - not just sleep - which is basically you knocked out in a coma. Your mind needs to rest from the high stress and chaos of everyday life.

Habits I currently have?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

A new habit I want to start to invite calm and rest: \_\_\_\_\_

**Some suggestionS:**

- Mindfulness practice
- Meditation

# Day 1

## Today's Challenge

## Do ONE Stress Releasing Activity + One Inviting Calm Activity

*Your soul and heart are kind. Please use the kindness to be kind to yourself.*

*Be the boss you are for your people. Be it for yourself. Be gentle , kind and calm and give yourself a break!*

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## The Build to Last Workshop

# Day 2

### Theme Days and Time blocking

#### 3 myths of the school leaders time

1. "I must always be available for my teachers"
2. "I'm the only person that can do this job well"
3. "I use my time well, there just isn't enough time in the day."

Stop and reframe

"My time is priceless, and I am in control of who gets my time"

#### Exercise - Part 1

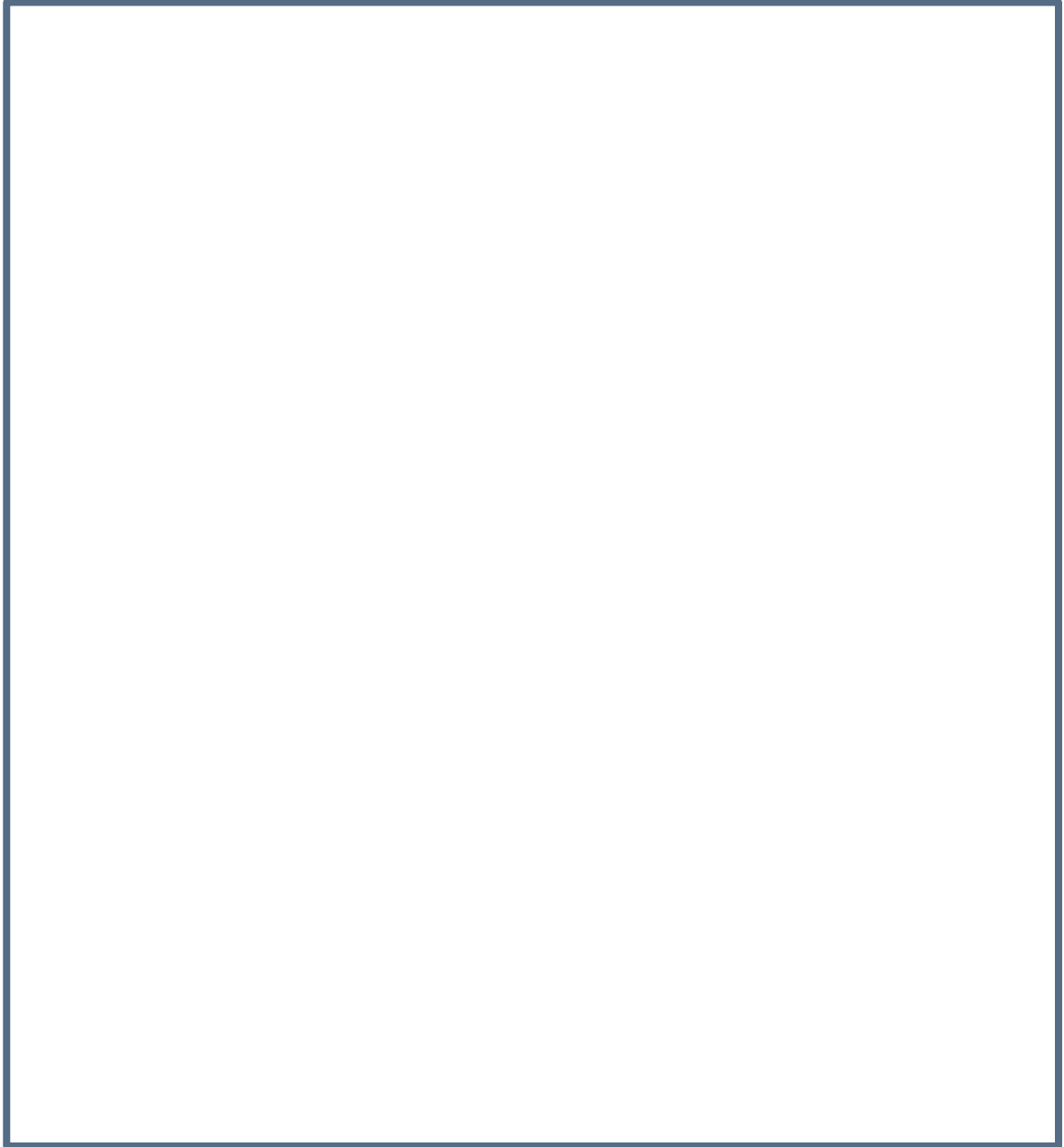
List out the responsibilities and tasks that you do every week and day at your school


## The Build to Last Workshop

# Day 2

### Exercise - Part 2

Group the tasks and activities that you do into categories



## The Build to Last Workshop

# Day 2

### Exercise - Part 3

#### Themes

Sample	Yours
Finances	
Marketing/Tours	
Teachers (Meetings, Observations)	
Catch-up Day	
New Projects	

## The Build to Last Workshop

# Day 2

### What is **BLOCK AND TACKLE**

“Blocking off a portion of your day to focus on something important for the growth of your school”

(Interruptions and other people emergencies are not important for you)

### Exercise

Define emergency:

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What is your staff definition of emergency?

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What is your admin/leadership team definition of emergency?

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Blocking your time on your calendar is one of the most effective time management tools for directors.

**Here are some ideas for your time blocks:**

1. Teacher appreciation
2. 1-1 meetings
3. Class observations
4. Financial planning
5. Tours
6. Marketing
7. Planning PD
8. Self-care
9. Declutter paperwork
10. Staff meetings

## The Build to Last Workshop

# Day 2

### Sample theme days and schedule from a director

#### Monday Madness (Paperwork day)

8am - 8:30am Morning Hellos  
 8:30am - 9am Weekend Catch Up  
 9am - 11am Paperwork (CACFP, timecards, etc...)  
 11am - 12:30pm Completing teacher one-on-ones, assessments, etc...  
 12:30pm - 1pm BREAK  
 1pm - 4pm Content Creation (curriculum, projects, brainstorming, etc...)  
 4pm - 4:30pm Getting ready to go home (to-do list, goodbyes, etc...)

#### Teacher Tuesday

8am - 8:30am Morning Hellos  
 8:45am - 9:15am Walkers  
 9:30am - 10am Crawlers  
 10:15am - 10:45am Toddler 1  
 11am - 11:30am Toddler 2  
 11:45am - 12:15pm Toddler 3  
 12:30pm - 1pm Infants  
 1pm - 1:30pm BREAK  
 1:30pm - 4pm Formal/informal class notes, assessments, meetings, etc...  
 4pm - 4:30pm Getting ready to go home (to-do list, goodbyes, etc...)

#### Off site-Wednesday

#### Walk Through Thursday (Visit classrooms)

8am - 8:30am Morning Hellos  
 8:45am - 9:15am Preschool 1  
 9:30am - 10am Preschool 2  
 10:15am - 10:45am Pre-K 1  
 11am - 11:30am Pre-K 2  
 11:45am - 1pm Formal/informal class notes, assessments, meetings, etc...  
 1pm - 1:30pm BREAK  
 1:30pm - 2:30pm Walk-through Tuesday classrooms for any updates  
 2:30pm - 4pm Communication (parents, e-mails, texts, calls, voice memos, meetings, etc...)  
 4pm - 4:30pm Getting ready to go home (To Do list, goodbyes, etc....)

#### Wrap It Up Friday

8am - 8:30am Morning Hellos  
 8:30am - 9:30am Upcoming Week's Agenda  
 9:45am - 10:45am Admin Catch Up  
 11am - 1pm Content Creation  
 1pm - 1:30pm BREAK  
 1:30pm - 4pm Open Forum Friday (anyone who wants to see me can!)  
 4pm - 4:30pm Getting ready to go home (to-do list, goodbyes, etc...)

The Build to Last Workshop

# Day 2

## Today’s Challenge

Map out your first draft of theme days and sample timeblocks

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



## The Build to Last Workshop

# Day 2

### Bonus Challenge:

Track your time for 3 hours - choose any 3 hours between now and the next training session

In your tracking write down

1. Who asks you a question?
2. What was the question?

These interruptions will NOT go away overnight. As you develop more awareness and flex your time muscle you WILL become more efficient and learn to create the boundaries to lead to sustainability.

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## The Build to Last Workshop

# Day 3

### How to Build a Culture of Excellence



**“The school culture is an effect of the leaders daily behaviors, actions and routines”**

Fill in the blank.

“I’ll know that we have achieved a culture of innovation and risk taking when I...”

**SEE**

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**HEAR**

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**FEEL**

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## The Build to Last Workshop

# Day 3

Teachers place safe bets because of **fear**.

This is the number one driver for teachers...

- Not being creative
- Not taking initiative
- Not having ownership
- Not sharing during teacher meetings.

“ Teachers never rise to the levels of the school goals, they will always fall to the quality of their habits and routines.”

## The Build to Last Workshop

# Day 3

### 10 Ways to Build Culture TODAY and CONSISTENTLY

The environment and morale in your school are pivotal factors to be thinking about on a consistent basis. Teacher morale is not a project or a one day event.

**This is a daily practice.**

They affect the attendance, retention and performance of the teachers!

In this workbook I'll share 10 ways you can boost the morale without breaking the budget.

The secret is to really know your staff and what will work best in your center.

## The Build to Last Workshop

# Day 3

What are the habits + routines that get you to the result you are looking for in your culture? List some ideas below.


“ The School Culture is created by default or by intentional design”

How will you intentionally design an environment that builds the culture that you want?


## The Build to Last Workshop

# Day 3

### Gratitude VS Appreciation

In your own words, write down the difference between gratitude and appreciation

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What steps can you take to show up with more gratitude?

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## The Build to Last Workshop

# Day 3

### Today's Challenge

**Write two (2) gratitude cards to staff members & give it to them**

Dear Jennie,

Sample Card

Thanks for helping Sam calm down this morning after his mom left. I know he was really upset and you had a lot of other things going on, yet you stayed calm and patient through the tantrum. We are so lucky to have you part of the team and the children are blessed to have you as their teacher during this challenging season. Thanks for showing up that way. I know it wasn't easy.

Warmly,  
Your Name

## The Build to Last Workshop

# Day 3

## 10 Ways to Build a Culture of Excellence

### 1. Staff who have fun together stay together

One of the directors from the Directors Inner Circle shared this picture of her surprise breakfast setup.



On random Friday mornings she sets this out in the Teachers Room.

## The Sharing Baskets

Creating a culture of risk-taking requires vulnerability. Teachers need to feel SAFE to share if they are going to take risks.

So how can we cultivate vulnerability in our schools? By creating meeting rituals like *The Sharing Baskets*.





## The Build to Last Workshop

# Day 3

## 10 Ways to Build a Culture of Excellence

### 2. Celebrate wins

At your monthly staff meeting, have two baskets on the table and give every teachers 2 index cards

One card should say:

**"My win for the month is \_\_\_\_\_"**

-- it can be something like, "my circle times have become more engaging." or "I finally had that conversation with a parent that I've been avoiding."

The other should say:

**"I need help with this \_\_\_\_\_."**

-- by giving the teachers a voice to share what they need help with, we create a culture of sharing and collaboration.

Then you can ask one teacher to read the cards from each basket.

To take it a step further, keep the cards of what they need help with and see what changes or tweaks you can make in the school to help.

When teachers hear other people's struggles and they see they can help it boosts their confidence. They see themselves as valued members of the team.

## The Build to Last Workshop

# Day 3

### 10 Ways to Build a Culture of Excellence

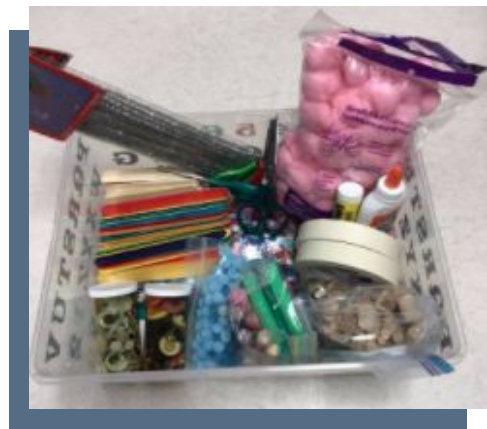
#### 3. Leverage the genius of your people

Throughout the month, take pictures of interesting provocations, centers, or documentation boards from different classrooms. At your monthly staff meetings you can set up a projector or any screen to share pictures from each classroom.

Then at the meeting, highlight one picture from each class.

It shows the staff you see their work and what they are doing, and encourages other teachers to seek advice and support from other staff.

Documentation board from a school that took part in the documentation/storyboard Virtual Training Workshop.



Materials set up as an invitation for teachers to come and choose for their art center.

## The Build to Last Workshop

# Day 3

### 10 Ways to Build a Culture of Excellence

#### 4. Extended Lunch Breaks

Teachers love to have a longer break - their work days are long and tiresome. And sometimes telling a teacher that you will cover her break for an extra 15 minutes goes a long way. Or even better buy her favorite lunch that day and surprise her.



#### 5. Send your teachers to other schools to observe

Teachers can feel that they are the only ones dealing with certain issues or struggles.

By allowing them to visit other schools, and giving them that time to observe and reinspire themselves -- you are showing them that you are invested in their growth.

#### 6. Invest in their own interests and allow them to pursue it

Many teachers have other hobbies, like swimming, sports, painting etc. Give them the chance to go to those conferences or events. Show interest and ask them questions about it.



If you know they are on a swim team or take pottery, ask them to share pictures with you and what they recently did. Or ask if they want to share that with the staff.

#### 7. Personal day or day off for their birthday

Give teachers mental health days, days to just breathe and take care of themselves. Or give them an extra personal day on their birthday if they have been in the school for a few years. Reward the staff that have been with you through the years.



## The Build to Last Workshop

# Day 3

### 10 Ways to Build a Culture of Excellence

#### 8. Notes of nourishment - give specific praise to teachers.

When you go around the school doing your daily check ins and good mornings, take notice of what you see the teachers doing well.

You can document that in Google Keep, Evernote, or use good old fashioned paper and pen. Then throughout the month take the time to write thank you cards, or record a voice memo letting the teacher know what you are grateful for.

We are all familiar with the “sandwich effect” we say something nice, the challenge and something nice to cushion.

What if you told a teacher thank you and shared gratitude and that was it! You didn’t share anything she needed to work on. Just said thank you for the sake of thank you. This act alone creates the bedrock for a culture of trust.



A director from the Directors Inner Circle prepared these “goodie bags” for each teacher before Curriculum Night.

She packed it with their favorite foods and had each one individually wrapped with a handwritten card.

## The Build to Last Workshop

# Day 3

### 10 Ways to Build a Culture of Excellence

#### 9. Pamper the teachers

Bring someone in to give the teachers massages during their lunch break.



Or bring a manicurist to give out manicures on a day the staff need to stay and work late.

#### 10. Self- care for YOU!

*"If mama ain't happy ain't nobody happy"*



The same thing applies to school leaders. When you are drained, hungry, tired, stressed etc. you can't be there emotionally for your people.

So make the time to eat breakfast, exercise, invest in your own hobbies and interests outside of work.

These small acts will make a profound impact on your mindset and the way you show up at work.

#### Your Action Step

Boosting the morale and creating an environment of risk taking and innovation takes time and thought.

Choose 2 of the strategies from this workbook and think about how and when you will start to implement them in your school.

**Remember** - this is a practice - it's NOT a one day event.

So whatever you choose to commit to, be sure you are ready for the long game. To take it one step further, open your calendar and mark a date that you will begin one of the strategies

## The Build to Last Workshop

# Day 3

## The Teacher's Language of Appreciation PDF Handout for Staff

### Tell Me More About Yourself

1. What is your favorite store to shop in?

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2. What is your idea of a relaxing day?

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3. What is your favorite food?

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4. What are some of your hobbies? (Examples – painting, water sports, music)

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5. When you work extra hard on a project or a task, what would make you feel the most valued? (circle one below)

- A. Public recognition
- B. Private thank you from the director
- C. A gift

## The Build to Last Workshop

# Day 4

### CONFLICT

1. Task based conflict
2. Leadership conflicts
3. Work style conflict
4. Personality clashes

How do you want to show up and lead the difficult conversations?

- Courageous
- Kind
- Intentional
- Thoughtful
- Gracious
- Confident
- Bold
- Articulate
- Daring
- Brave

### STRATEGY FOR CONFLICT

#### The “Two Option” Solution

When staff come to you with a problem that they need your help to solve, instead of immediately solving the problem for them, say to them:

*“Please come to me with two options for how you think we should solve this problem.”*

The reason? You want to learn more about how their brain works, and their specific competency level - and you won't know that, unless they tell you!

## The Build to Last Workshop

# Day 4

### EMAIL SCRIPT FOR STAFF STRUGGLING WITH INNER TEAM CONFLICT

Step one is setting the stage

I understand you are really frustrated with what Sara did and it seems so unfair especially when you are putting in all these hours and she is just copying right off you. You are doing all the work and she's taking a ride on you and its upsetting.

The reason you need to validate first in great detail, is because our staff is always questioning in their mind, do we truly understand them.

It's similar to a mom with little kids talking to a grandma, we feel that once someone has passed that stage they forget how hard it is to wake up in middle of the night to feed a small helpless child, they forget how many diapers you change before 7am even it hits and how many spills and fights you need to break up every hour.

Staff are the same way, they wonder do you truly understand what it's like to have snot on both sides of your pants, change 37 diapers, wipe 19 noses, and wash 48 little hands from shaving cream or paint.

It's exhausting and no matter how much gratitude and praise we give, the staff work harder than we can ever imagine and each of them are truly doing their best!!

Have you spoken to the other teacher about this?

If she says that she hasn't spoken to the other teacher, then use the following.

"I want to help you solve this, and remove this pebble in your shoe. However, in order for me to do that, we need to understand where she is coming from, as there are two sides to every story. Please make the time to speak with her, and hear her side, and then we can schedule a meeting for the 3 of us."



## The Build to Last Workshop

# Day 4

## Meeting for Someone Who Clings to Old Beliefs

Hey,

You've been working her for over a decade now, and your service has been tremendous in getting the school to where it is today. Particularly, you have been an asset in helping the school develop in this area \_\_\_\_\_.

Being able to count on you being here every day is incredible to my sanity and my ability to continue to lead this team, and I'm so grateful for how much you've done up to this point.

All of the above truly demonstrates why you see you her as an asset to the company and the service she has brought. This creates awareness that she DOES have the capacity to do great things for the company. From this, we move into a transition.

Our school is one of excellence, and when I think of excellence, I think of constant, healthy striving - staying fresh and current, and doing work that excites us and lights us up.

As you've been here so long, I think you're ready for the next challenge. As a school, I'd love for us to be more cognizant of our parent partnerships.

We are using parent partnerships for the purpose of this script, but you can use any example here. Once you have established your focus, this is where you ask questions. This part will help you get data on her competency level, and the way she truly thinks.

Many times, our thinking and our actions don't add up. At the same time, this is a way to hold her accountable to what she believes - it's hard to act on what we believe in our heart, because it requires risk and innovation - so you can help her get to where SHE wants to go. So often, I've seen teachers have the same vision as the director, but they are too scared to share it, and we are afraid to ask, because maybe we'll get a no!

- What would be one area where you can challenge yourself in parent partnerships?
- How would you want the parents to talk about you in a coffee shop?
- What are you hoping they say about you?
- What can you be in control of in that dialogue?
- What action can you take every week that will ensure the parent feel the way you want them to?

## The Build to Last Workshop

## Want More Scripts?



The Scripts Workbook is 37 Pages of Scripts, created from 15 years of experience working in schools and with EC leaders- designed to navigate difficult conversations in a way that builds a great culture.

**GET THE SCRIPTS WORKBOOK AT  
CHANIE.ME/SCRIPTS**

## The Build to Last Workshop

# Day 4

### Today's Challenge

In your next conversation with staff, try the 2 option solution and share in the FB Group how it went.

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# The Build to Last Workshop

## NOTES

Notes:

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## Notes:

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## Build to Last Workshop

Dear School Leader,

“People don't quit their business because it's hard, they quit because they thought it was going to be easy”

-Todd Herman

Leading a school of excellence is **HARD. PERIOD.**

You are doing the most important work in the world

Raising the next generation of leaders

Please give yourself grace.

Please forgive yourself for when you didn't show up the way you wanted to.

Please be kind to yourself and remember that you wouldn't treat your staff the way you are treating yourself

You deserve more

All my love,  
Chanie

## The Build to Last Workshop

If you want done-for-you trainings, coaching, support & guidance in executing your goals, join us in the Inner Circle and apply at **CHANIE.ME/JOINTHEDIC**

This is where we create a custom path for you so you can be laser focused on where you need to go next

And where we supporting you through the journey In 4 key parts

**And if you want done-for-you training, coaching, support and guidance in executing your goals...**

**APPLY NOW**



**owners  
HQ**

## 2021 Goal Planning Guide

# Inner Circle Membership Includes World class content, training, scripts, & templates



**APPLY NOW**



## 2021 Goal Planning Guide

## Inner Circle Membership Includes:

## Community of School Leaders all supporting and leveling each other up!



## Support Calls

Here are the themes that we discussed on our Monthly Support Calls, available to Members only.

Each month we have an hour-long support call where our members can come ask questions and get support from other members and Chanie.

During this ever-changing time, it is more important than ever to have a support system of leaders who are in the same position as you.

Chanie guides members on how to deal with difficult conversations and situations with staff and how to create a cohesive team that is accountable and responsible. Other members also share what has worked for them in the past.

This month we spoke about:

**Directors:**

- Sharing feedback with teachers
- Setting clear standards
- How to coach two co-teachers who don't get along
- How to delegate roles in your team

**Owners:**

- How to improve the focus of our development team
- How to deal with a sudden change in culture
- How to think outside of survival mode and move into growth mode

## Support



One of the Biggest Benefits of Joining our Membership is the Collaboration with Other Leaders!

## One of Our Members Share her Time Blocking Schedule

Time blocking is a huge part of our membership and taking back your time, but it can be difficult to figure out how to frame this. One of our members shared her very thorough time blocking schedule and others LOVED IT!

This was a great template for other members to follow to cover all the grounds and being consistent throughout the weeks.

## Another Member Shared An Amazing (AND FUN!) Idea She Had for A Staff Meeting

This member has done an amazing job at creating a strong culture amongst her staff and she shares ways other leaders can do it too. Especially in the time of COVID, she demonstrated that it is acceptable (and encouraged) to cut loose once in awhile.

## Another Member Shared the Letters She Sent To Families When a Teacher Tested Positive for COVID When Another Member Was Dealing with the Same Issue

We are all navigating the new normal of COVID- we need to create new content and responses to problems. In our membership, we support each other and are able to offer support when we have gone through the same problems that the leaders already know have worked for someone else. No need to reinvent the wheel. As a member you are NOT doing this alone.



# Accountability Coach & Support calls & Expert Mentors

APPLY NOW



SCHOOLS OF EXCELLENCE



*I've learned that I don't need the perfect answer because my team is capable and competent. As I've let go and given them the right direction – through Chanie's help, my mindset is shifting. The change that is happening now is long lasting and not another fleeting moment of an idea.*

”

**LISA SCIABICA***Director, Mariners Church Preschool*

*I am amazed sometimes when I open my mouth and a very professional, well thought out, strong instruction or advice comes out! Not a day has gone by that I am not thankful for Chanie's help! It has been life changing for me!*

”

**MISSY GRIFFIN***Director, The Growing Room Preschool*

Find out more about joining the  
Inner Circle -  
[chanie.me/jointhedic](https://chanie.me/jointhedic)



## The Director's Vault

Below is a small taste of the 60+ resources, templates and workbooks available 24/7 inside The Director's Vault including The Difficult Conversations Template, 6 Performance Keys Assessment, Time Mastery Roadmap, Parent Partnership Blueprint, The Four Parent Archetypes, Your School Website workbook and much more!

